

## ***Clerk's Office Profile***

We are a small office with 17 employees supporting one bankruptcy judge and two law clerks. Within our diverse office, the average employee tenure is approximately six years.

The Clerk's Office is responsible for a wide variety of administrative functions including: intake, case administration, courtroom operations, finance and budget, information technology, space and facilities, human resources, and property and procurement.

The District of Columbia Circuit is unique in that it is a one-building circuit in which opportunities abound to see the federal judiciary at work.

Initiative, positive attitude, and ambition are qualities that enable Clerk's office employees to advance within the bankruptcy court and the District of Columbia Circuit.



**United States  
Bankruptcy Court**

**District of  
Columbia**

**Clerk's Office**

**Employer  
Profile**



E. Barrett Prettyman  
United States Courthouse



# BANKRUPTCY

# CLERK'S

# OFFICE

## *Responsibilities of the Clerk's Office*

- ❖ Provide exceptional customer service to the court, attorneys, trustees, and the public
- ❖ Process bankruptcy case documents from initiation through closing
- ❖ Develop, maintain, and monitor Court's budget
- ❖ Provide for and maintain the Court's information technology requirements
- ❖ Manage bankruptcy procurement, space, and facilities
- ❖ Manage human resources
- ❖ Track and monitor changes in federal bankruptcy rules and procedures
- ❖ Manage and maintain caseload and court calendar
- ❖ Prepare and analyze statistical reports
- ❖ Participate in strategic planning

## EMPLOYMENT BENEFITS

- ❖ Health and Life Insurance
- ❖ Thrift Savings Plan
- ❖ Annual and Sick Leave
- ❖ Family-Friendly Organization
- ❖ Numerous Training Opportunities  
Employees are encouraged and required to engage in a minimum of 40 hours of court-provided training each year.
- ❖ Tuition Assistance  
Up to \$1,400 per year is available for outside, job-related course work
- ❖ Metro Reimbursement (up to \$65/month)
- ❖ Flex Time and Flexible Schedule
- ❖ Exercise/Weight Room (free-weights, universal equipment, showers and sauna)
- ❖ 13 Federal Holidays



## *Vacancy Announcements*

Please visit our web site for current vacancy announcements.

[www.dcb.uscourts.gov](http://www.dcb.uscourts.gov)



## Contact Information

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